

## **Production of WIA Youth Performance Measures for the Youth Opportunity Program For ADS\* Sites**

As you are aware, YO grantees will be evaluated using the WIA youth performance measures as proscribed by the Workforce Investment Act. This cannot be done without State cooperation in obtaining wage record data.

States will calculate the following WIA older and younger youth measures and provide the rates, numerators and denominators to YO sites. These numerators, denominators and rates must be calculated as specified in Training and Employment Guidance Letter No. 7-99, dated March 3, 2000.

- 1) Older Youth Entered Employment Rate
- 2) Older Youth Retention Rate
- 3) Younger Youth Retention Rate
- 4) Older Youth Earnings Change
- 5) Older Youth Credential

Designated State staff will periodically receive a file extract from Covansys. The State will match this file against its wage record file by social security number (SSN) as it does with WIA youth records. Exhibit 1a is a list of the minimum data fields that the State requires to calculate the performance measures. Exhibit 1b provides the sample file format that the State will receive from Covansys. We anticipate that State contacts will have password access to a Covansys secured FTP server. Covansys will notify States when data are ready to be accessed via the server.

Exhibit 2 is a conceptual timeline detailing the timing of participant/program activities and data/matching activities for the five rates. This timeline indicates the quarters in which extracts are sent to the State for each participant, when the State captures earnings data, and when the State calculates the rates. Exhibit 3 is a calendar indicating when extracts of enrollees with WIA Measurement Dates in specified WIA Measurement Quarters are sent to States. Note that States receive two extracts for every WIA Measurement Quarter. The first extract is sent three quarters after the specified Measurement Quarter, and contains data necessary for calculating the Older Youth Entered Employment Rate. The second extract is sent five quarters after the specified Measurement Quarter, and contains data necessary for calculating the other four measures.

These instructions and exhibits are also being sent to the YO site person to whom you will send the calculated rates, numerators and denominators.

Please don't hesitate to contact Gregg Weltz at (202) 693-3527 or [GWeltz@doleta.gov](mailto:GWeltz@doleta.gov) with any questions. You may also contact Bill Borden of Mathematica Policy Research, Inc. (MPR) at (609) 275-2321 or [WBorden@mathematica-mpr.com](mailto:WBorden@mathematica-mpr.com), or Grace Roemer of MPR at (609) 936-2782 or [GRoemer@mathematica-mpr.com](mailto:GRoemer@mathematica-mpr.com) with any questions. Please also contact MPR for assistance if you do not have software that you can use to perform the calculations. Thank you for your assistance in this important work.

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\* ADS/Covansys is the Department of Labor contractor responsible for storing and processing a majority of the YO sites' data.

**EXHIBIT 1a.**  
**LIST OF MINIMUM DATA FIELDS FOR YO PERFORMANCE CALCULATIONS**

<b>Element #</b>	<b>Element Name</b>	<b>Type</b>	<b>Valid Values</b>
1	SSN	CHAR(9)	
2	Date of Birth	DATE	
3	Enrollment Date	DATE	
4	WIA Measurement Date	DATE	
5	Labor Force Status	NUMBER(1)	0 - Cannot be determined; 1 - Employed; 2 - Not Employed
6	Employed in the First Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No
7	Employed in the Third Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No
8	Attained Recognized Educational/Occupational Certificate/Credential/Diploma/Degree (Within the Three Quarters Following the Exit (Measurement) Quarter)	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No
9	In Post-Secondary Education or Advanced Training Program in the First Quarter After Exit	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No Use exit (measurement) date plus one quarter.
10	In Post-Secondary Education or Advanced Training Program in the Third Quarter After Exit	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No Use exit (measurement) date plus one quarter.
11	Attending Secondary School at Exit.	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No

**EXHIBIT 1b.**  
**SAMPLE COVANSYS FILE FORMAT FOR YO PERFORMANCE CALCULATIONS**

Element #	Element Name	Type	Valid Values
1	SSN	CHAR(9)	
2	Blank		
3	Date of Birth	DATE	
4	Enrollment Date	DATE	
5	WIA Measurement Date	DATE	
6	Labor Force Status	NUMBER(1)	0 - Cannot be determined; 1 - Employed; 2 - Not Employed
7	Blank		
8	Blank		
9	Blank		
10	Blank		
11	Blank		
12	Employed in the First Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No
13	Employed in the Third Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No
14	Blank		
15	Attained Recognized Educational/Occupational Certificate/Credential/Diploma/Degree (Within the Three Quarters Following the Exit (Measurement) Quarter)	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No
16	Blank		
17	In Post-Secondary Education or Advanced Training Program in the First Quarter After Exit	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No Use exit (measurement) date plus one quarter.
18	In Post-Secondary Education or Advanced Training Program in the Third Quarter After Exit	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No Use exit (measurement) date plus one quarter.
19	Blank		
20	Date achieved GED or Date achieved high school diploma.	DATE	Use earliest date.
21	Attending Secondary School at Exit.	NUMBER(1)	0 - Cannot be determined; 1 - Yes; 2 - No
22	Blank		
23	Blank		

Note: If you do not have software that you can use to calculate the measures, please contact Mathematica Policy Research, Inc. (MPR) for assistance.

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# EXHIBIT 2

## TIMING OF PARTICIPANT/PROGRAM ACTIVITIES AND DATA/MATCHING ACTIVITIES FOR OLDER YOUTH ENTERED EMPLOYMENT, RETENTION, EARNINGS CHANGE AND CREDENTIAL ATTAINMENT AND YOUNGER YOUTH RETENTION AND DIPLOMA ATTAINMENT MEASURES

Quarter	Pre-Program Quarters 2-3	Enrollment Quarter	Possible Activity Quarter(s)	WIA Measurement Quarter	Post-Program Quarter 1	Post-Program Quarter 2	Post-Program Quarter 3	Post-Program Quarter 4	Post-Program Quarter 5	Post-Program Quarter 6
Participant/ Program Activity	Possible Employment -- Earnings Used to Measure OY Earnings Change	Enroll  Receive Services	Receive Services	WIA Measurement Date within Quarter	Possible Employment, or Diploma or Equivalent  Earnings Used to Measure OY Entered Employment and OY Credential	Possible Employment  Earnings Used to Measure OY Earnings Change	Possible Employment  Possible Receipt of Credential  Earnings Used to Measure OY and YY Retention and OY Earnings Change	NA	NA	NA
Internal Data Capture/ Matching Activity	None	Capture Enrollment Date  Determine Labor Force Status at Enrollment  Record Services Provided	Record Services Provided	Record WIA Measurement Date	Create Measurement Group for Prior Qtr. Using WIA Measurement Date	<b>ADS Calculates YY Diploma Attainment</b>	Extract sent to State to match for OY Entered Employment  State Captures Earnings for Pre-Program Quarters 2-3 and Post- Program Quarter 1 at End of Quarter	State Captures Earnings for Post-Program Quarter 2 at End of Quarter  <b>State Calculates OY Entered Employment and Sends Results to Grantees</b>	State Captures Earnings for Post-Program Quarter 3 at End of Quarter  Extract sent to State to match for OY and YY Retention, OY Earnings Change, and OY Credential	<b>State Calculates OY and YY Retention, OY Earnings Change and OY Credential and Sends Results to Grantees</b>

Note: YY Diploma Attainment does not require wage records to calculate; therefore it will be calculated by ADS. YY Skill Attainment does not require wage records or WIA Measurement Date to calculate; it is calculated on a quarterly basis by ADS.

EXHIBIT 3  
SCHEDULE FOR SPECIFIED WIA MEASUREMENT QUARTERS

WIA Msmt. Quarter	Data Processing Activity														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2000-2	2000-3	2000-4	2001-1	2001-2	2001-3	2001-4	2002-1	2002-2	2002-3	2002-4	2003-1	2003-2	2003-3	2003-4
99-3	■		▨												
99-4		■		▨											
2000-1			■		▨										
2000-2				■		▨									
2000-3					■		▨								
2000-4						■		▨							
2001-1							■		▨						
2001-2								■		▨					
2001-3									■		▨				
2001-4										■		▨			
2002-1											■		▨		
2002-2												■		▨	
2002-3													■		▨
2002-4														■	

■ During the first 30 days of this quarter, Covansys/non-ADS sites send extract of enrollees who have a WIA Measurement Date in the specified quarter, for calculating OY Entered Employment. The following fields (by Exhibit 1a. element number) must be populated on this extract file: 1 through 6, 9.

▨ During the first 30 days of this quarter, Covansys/non-ADS sites send extract of enrollees with WIA Measurement Date in the specified quarter, for calculating OY and YY Retention, OY Earnings Change and OY Credential. The following fields (by Exhibit 1a. element number) must be populated on this extract file: 1 through 11.